



Nursing Home RUG Reports

How to print Washington State RUG and Exception Reports

The Washington State nursing home Medicaid RUG reports, Preliminary and Final, plus the new Exception Reports are available on the secure MDS transmission site and can be printed or saved. This is highly confidential information and must be stored properly and only forwarded with proper authority.

1. Please log into the MDCN Global Client. Please use **Internet Explorer**. Go to the Washington State MDS Server link and click on the link called, **Receive State Reports**. It is below "Receive Validation Reports."
2. After you click on "State Reports", you will see small file names that are underlined links ending with an extension of '.pdf'. The extension '.pdf' refers to Adobe Acrobat reports. **Double click on the file name**. You will only be able to retrieve a report for the facility you are logged into for submission.

Examples WA0000_2P.pdf WA0000_2F.pdf WA0000_er.pdf

WA0000 = Facility Login ID WA0000 of *Acme Nursing Home*

2P = 2nd quarter Preliminary Report **2F** = 2nd quarter Final Report

ER = Current Exception Report

- Reports quarters include 1, 2, 3, or 4 based on the calendar year.
- The type of report is
 - P for Preliminary
 - F for final
 - er for Exception Report

3. Double click to **open** and then print or save. If you save the report, please note the location that you are saving to.

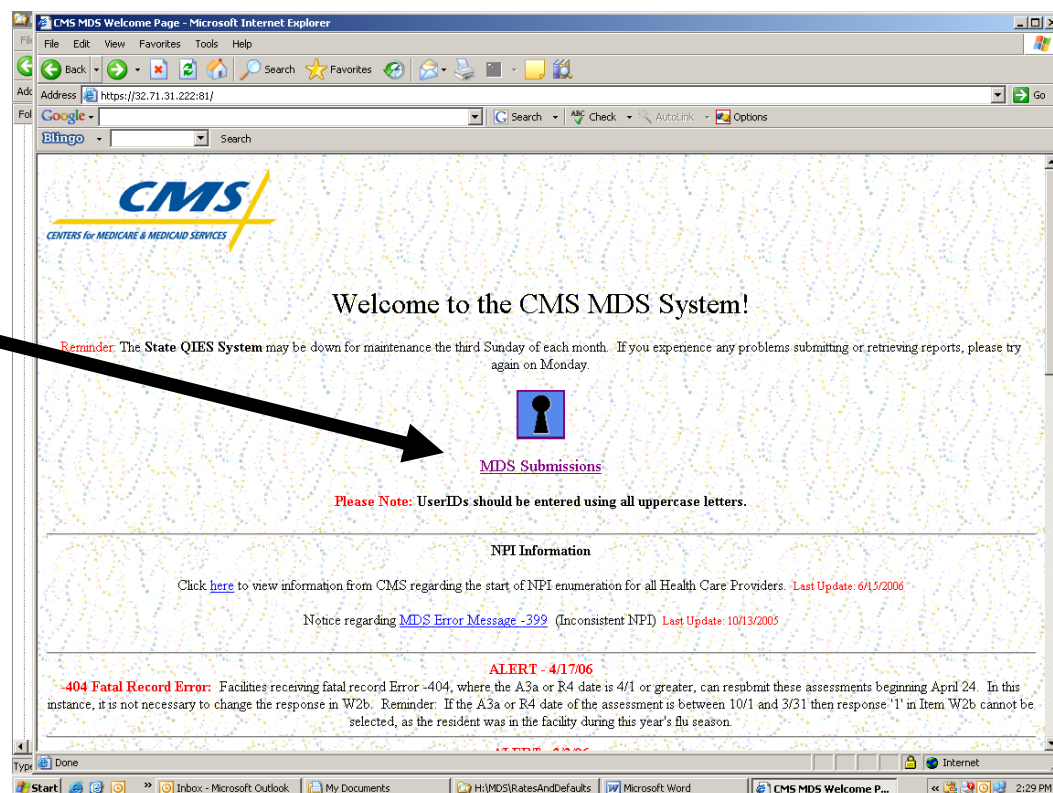
Note

The 'pdf' reports require the free Adobe Acrobat reader program which is available at: <http://get.adobe.com/reader/>.

The Exception Report is actually, "Invalid Medicaid ID (AA7) Entries in MDS." It shows, for your facility, a list of assessments during the quarter that need to have the AA7 field fixed due to an invalid ID number.

For more information go to: [ExceptionReportDescription](#)

Below is a picture of the first page of your MDS Transmission site.
Click on “MDS Submissions”:



Below is a picture of the second page of your MDS Transmission site.
Click on “Receive State Reports” to see your RUG reports:

